

SCHOOL LUNCH ACCOUNT FUNDS POLICY
(FOR STUDENTS WHO NO LONGER ATTEND SACRED HEART CATHOLIC SCHOOL)

When students depart Sacred Heart Catholic School, whether it be students graduating 8th grade who do not have younger siblings remaining, students who transfer to another school during a current school year, or students who do not return to Sacred Heart Catholic at the start of a new school year, etc., there are often times funds remaining in their lunch accounts. Sacred Heart Catholic has created a policy for such circumstances. The following guidelines shall apply for this policy:

1. The cafeteria manager will mail a letter to each parent/guardian whose child(ren) have left Sacred Heart, and, have a remaining balance in their lunch account. The letter will explain that the parent/guardian may request a full refund, or they may choose to donate their leftover funds to students who do not have the needed funds to pay for their lunch during the school day. The letter states that the cafeteria manager must have a response from the parent/guardian within ten days of the date of the letter. ***A few extra dollars from families with the ability to donate can help us make sure all of our children have consistent access to nutritious school meals, while keeping Sacred Heart Catholic School's finances strong!***
2. Please keep in mind that this policy is only for those students who have departed Sacred Heart Catholic School and/or will not be returning the following school year. Funds left in the lunch accounts of students who will be returning the following school year, will be carried over from one year to the other.